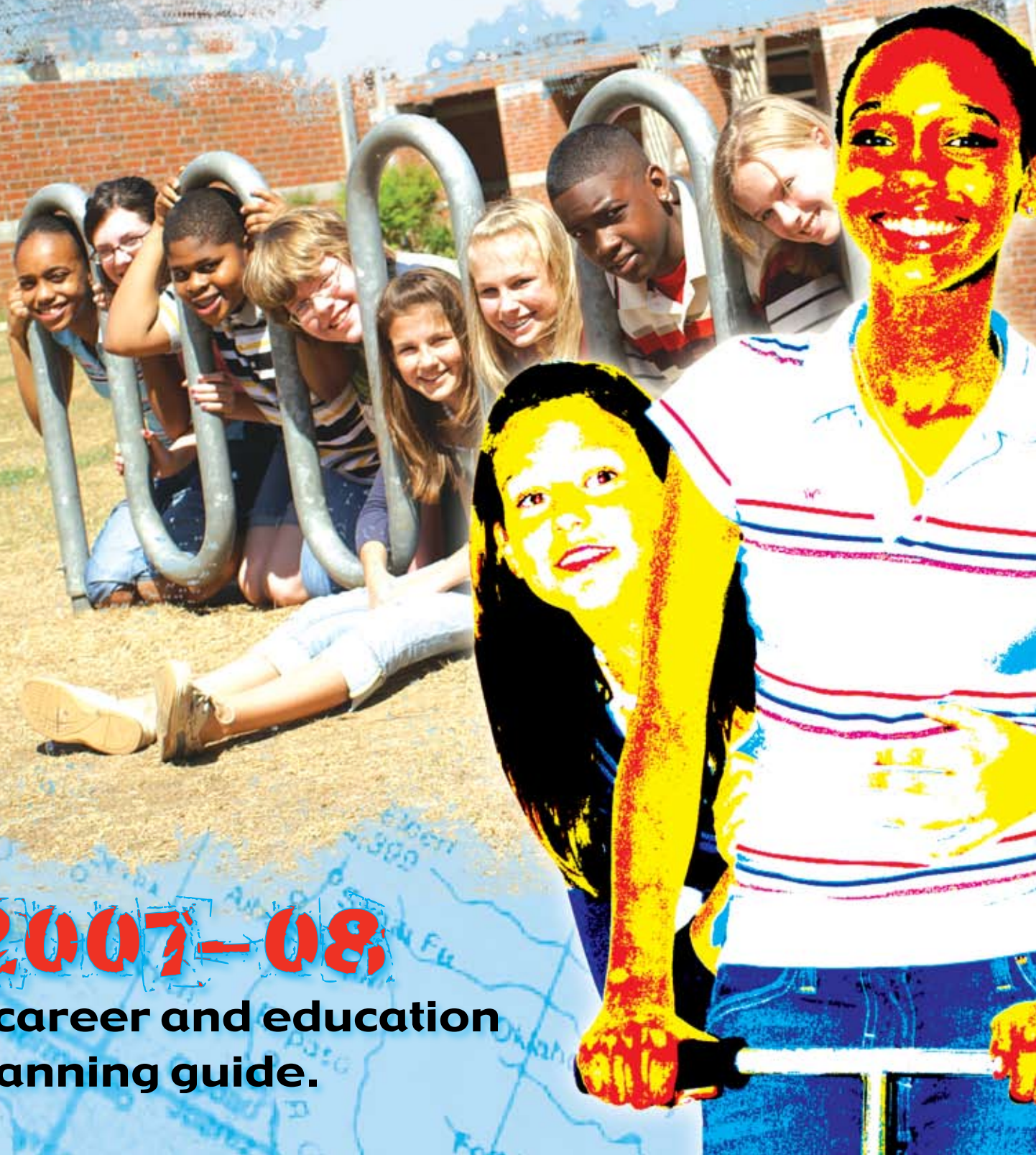


# the **CAREER** cruiser



**2007-08**

**A career and education  
planning guide.**



# Table of Contents

## ASSESS

The Road Ahead	Page
Career Clusters Interest Survey	Page
Check Out Your Career Clusters	Page
Find Your Comfort Zone!	Page
Personality Rules!	Page
What's Up with You?	Page
Skills for the Workplace	Page

## EXPLORE

Career and Technical Education	Page
The Adventures of Suzie Planahead	Page
Career Clusters/Occupations	Page
Workin' It in High School	Page
Your Interests Can Lead to Hot Careers	Page

## PLAN

Budgeting Is Common Cents	Page
Hook Up With      For Your Education	Page
Making it to the Pros	Page
Get Moving	Page

### Online Teacher's Guide:

<http://www.firn.edu/doe/workforce/publicat.htm>

### TAKE THE WHEEL – IT'S YOUR FUTURE!

What an exciting time to be cruising into your future through Florida's education system! Starting in \_\_\_\_\_th graders in Florida will be taking the wheel to steer their own education by selecting a Major Area of Interest! In other words the student will be choosing electives based on their individual interests. Pretty cool! Learning about a particular profession or skill area, knowing your options beyond high school, and getting a jump on the world of work is a fantastic opportunity to begin preparing a plan for your future. And let's face it; you plan your weekends, your free time, and what you're going to wear for that matter. Why leave your future to chance? So what if you change your mind? That's part of learning more about yourself. This guide will get you moving into first gear through self awareness and career exploration. Good luck!

# The Road Ahead ...Which Path Will You Take?

Life is a journey filled with many twists and turns. While the journey can be exciting it's a good idea to know where you are going so you can decide how to get there. That's what career development is all about. Getting the knowledge and skills you need to make more informed career decisions. Right now is an excellent time to develop skills that will help you manage your career throughout life. The following steps can get you started down a pathway for a lifetime of choices:



## 1. GET TO KNOW YOURSELF

- ➡ Learn about your interests: what you like and dislike
- ➡ Study your personality and how it fits into different work environments.
- ➡ Your values can also help to determine where you work and how you want to work
- ➡ Don't forget skills; ones you develop throughout school and those you continue to develop past high school

## 2. BE INFORMED

- ➡ Learn about the economy, the labor market, and the impact of technology on jobs
- ➡ Explore occupations and how they connect to your interests and abilities
- ➡ Learn about education and training options past high school and how financial aid can be used to finance your education/training.

## 3. MAKE A PLAN

- ➡ Identify the careers and career cluster area that you find most interesting.
- ➡ Set short and long term goals
- ➡ Select a Major Area of Interest for high school
- ➡ Develop a high school program of study

The Career Cruiser, Florida CHOICES ([www.flchoices.org](http://www.flchoices.org)) and ePEP ([www.FACTS.org](http://www.FACTS.org)) can get you started to learn more about yourself, explore careers, and make plans for the future.

# Career Clusters Interest Survey



Directions: Circle the items in each box that best describe you. You may make as many or as few circles in each box as you choose. Add up the number of circles in each box. Look to see which three boxes have the highest numbers. Find the corresponding career clusters on page to see which career clusters you may want to explore.

## WHAT DO YOU LIKE TO DO?

Box	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box
	Learn how things grow and stay alive Make the best use of the earth's natural resources 3. Hunt and/or fish. Protect the environment Be outdoors in all kinds of weather Plan, budget, and keep records Operate machines and keep them in good repair	Self-reliant Nature lover Physically active Planner Creative problem solver	Math Life Sciences Earth Sciences Chemistry Agriculture	
Box	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box
	Read and follow blueprints and/or instructions 2. Picture in my mind what a finished product looks like Work with my hands Perform work that requires exact results Solve technical problems Visit and learn from beautiful historic or interesting buildings Follow logical step-by-step procedures	Curious Good at following directions Pay attention to detail Good at visualizing possibilities Patient and persistent	Math Drafting Physical Sciences Construction Trades Electrical Trades/Heat Air Conditioning and Refrigeration/ Technology Education	
Box	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box
	Use my imagination to communicate new information to others Perform in front of others Read and write Play a musical instrument Perform creative artistic activities Use video and recording technology Design brochures and posters	Creative and imaginative Good communicator/good vocabulary Curious about new technology Relate well to feelings and thoughts of others Determined	Art/Graphic Design Music Speech and Drama Journalism/Literature Audiovisual Technologies	
Box	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box
	Perform routine, organized activities but can be flexible. Work with numbers and detailed information Be the leader in a group Make business contact with people Work with computer programs Create reports and communicate ideas Plan my work and follow instructions without close supervision	Organized Practical and logical Patient Tactful Responsible	Computer Applications/Business and Information Technology Accounting Math English Economics	





The Career Clusters Interest Survey is being used with permission of the:  
States' Career Clusters Initiative [www.careerclusters.org](http://www.careerclusters.org)

Box	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box
	1. Communicate with different types of people. Help others with their homework or to learn new things Go to school Direct and plan activities for others Handle several responsibilities at once Acquire new information Help people overcome their challenges	Friendly Decision maker Helpful Innovative/Inquisitive Good listener	Language Arts Social Studies Math Science Psychology	

Box	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box
	Work with numbers Work to meet a deadline Make predictions based on existing facts Have a framework of rules by which to operate 5. Analyze financial information and interpret it to others Handle money with accuracy and reliability Take pride in the way I dress and look	Trustworthy Orderly 3. Self-confident Logical 5. Methodical or efficient	Accounting Math Economics Banking/Financial Services Business Law	

Box	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box
	Be involved in politics Negotiate defend and debate ideas and topics Plan activities and work cooperatively with others Work with details Perform a variety of duties that may change often Analyze information and interpret it to others Travel and see things that are new to me	Good communicator Competitive Service minded Well organized Problem solver	Government Language Arts History Math Foreign Language	

Box	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box
	Work under pressure Help sick people and animals Make decisions based on logic and information Participate in health and science classes Respond quickly and calmly in emergencies Work as a member of a team Follow guidelines exactly and meet strict standards of accuracy	Compassionate and caring Good at following directions Conscientious and careful Patient Good listener	Biological Sciences Chemistry Math Health Language Arts	

Box	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box
	Investigate new places and activities Work with all ages and types of people Organize activities in which other people enjoy themselves 4. Have a flexible schedule. Help people make up their minds Communicate easily tactfully and courteously Learn about other cultures	Considerate Self motivated Works well with others Outgoing Slow to anger	Language Arts/Speech Foreign Language Social Sciences Marketing Food Services	

Box	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box
	Care about people their needs and their problems Participate in community services and/or volunteering Listen to other people's viewpoints Help people be at their best Work with people from preschool age to old age Think of new ways to do things 7. Make friends with different kinds of people.	Good communicator/good listener Caring Non materialistic Uses intuition and logic Non judgmental	Language Arts Psychology/Sociology Family and Consumer Sciences Finance Foreign Language	

Box	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box
	Work with computers Reason clearly and logically to solve complex problems Use machines techniques and processes Read technical materials and diagrams and solve technical problems Adapt to change 6. Play video games and figure out how they work. Concentrate for long periods without being distracted	Logical thinker See details in the big picture Persistent Good concentration skills Precise and accurate	Math Science Computer Tech/ Applications Communications Graphic Design	

Box	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box
	Work under pressure or in the face of danger Make decisions based on my own observations Interact with other people Be in positions of authority Respect rules and regulations Debate and win arguments Observe and analyze people's behavior	Adventurous Dependable Community minded Decisive Optimistic	Language Arts Psychology/Sociology Government/History Law Enforcement First Aid/First Responder	

Box	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box
	Work with my hands and learn that way Put things together Do routine organized and accurate work Perform activities that produce concrete results Apply math to work out solutions Use hand and power tools and operate equipment/machinery 7. Visualize objects in three dimensions from flat drawings	Practical Observant Physically active Step by step thinker Coordinated	Math/Geometry Chemistry Trade and Industry Courses Physics Language Arts	

Box	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box
	Shop and go to the mall Be in charge Make displays and promote ideas Give presentations and enjoy public speaking Persuade people to buy products or to participate in activities Communicate my ideas to other people Take advantage of opportunities to make extra money	Enthusiastic Competitive Creative Self motivated Persuasive	Language Arts Math Business Education/ Marketing Economics Computer Applications	

Box	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box
	Interpret formulas Find the answers to questions Work in a laboratory Figure out how things work and investigate new things Explore new technology 6. Experiment to find the best way to do something. Pay attention to details and help things be precise	Detail oriented Inquisitive Objective Methodical Mechanically inclined	Math Science Drafting/Computer Aided Drafting Electronics/Computer Networking Technical Classes/ Technology Education	

Box	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number circled in Box
	Travel 2. See well and have quick reflexes. Solve mechanical problems 4. Design efficient processes. Anticipate needs and prepare to meet them Drive or ride Move things from one place to another	Realistic Mechanical Coordinated Observant Planner	Math Trade and Industry Courses Physical Sciences Economics Foreign Language	

**MATCH IT UP!**

**Now, total your score in each set of questions. Then play the match game on the next page and find the career clusters that match the box where you scored the highest!**

# Check Out Your Career Clusters

Careers that have something in common are grouped together. They may share similar job duties, skills, and industries.

	Processing production distribution financing, and development of agricultural commodities and natural resources	<b>1</b>
	Designing managing building and maintaining the built environment	<b>2</b>
	Creating exhibiting performing and publishing multimedia content.	<b>3</b>
	Organizing directing and evaluating functions essential to productive business operations	<b>4</b>
	Providing education training and related learning support services	<b>5</b>
	Planning finances and investments; managing banking insurance and business finances.	<b>6</b>
	Executing governmental functions at the local state and federal levels	<b>7</b>
	Providing diagnostic and therapeutic services health information support services and biotechnology research and development	<b>8</b>

	Managing restaurants and other food services lodging attractions recreation events and travel related services	<b>9</b>
	Providing for families and serving human needs	<b>10</b>
	Designing supporting and managing hardware software multimedia and systems integration	<b>11</b>
	Providing legal public safety protective and homeland security services	<b>12</b>
	Processing materials into intermediate or final products.	<b>13</b>
	Performing marketing activities to reach organizational objectives	<b>14</b>
	Performing scientific research and professional technical services	<b>15</b>
	Managing movement of people materials and goods by road pipeline air rail and water	<b>16</b>

Total up your scores from boxes 1 – 16 on pages 2–4 and match them to the Career Clusters. List your top three.

1.

2.

3.

# Find Your Comfort Zone

IF you could design the perfect job for you what would it be? Are you into information people, or activities? The key is to find activities you like, find the best work environment for those activities, and find your COMFORT ZONE. For instance, you love those numbers but you wouldn't want to be in an office all day by yourself. You need a little people interaction to keep you going. Don't know your preferred way of working? Just think about how you like to work at home school and doing after school activities. That will tell you a lot about how you like to work. This activity will help you to understand your preferences and the many occupations that you can consider. TIP: There's no perfect job! Just learn as much as you can about yourself, so you can find the best match.



## ARE YOU AN INFORMATION PERSON?

Do you love working with numbers databases computers and other data? Is research and organizing information your thing? Do you find yourself always explaining things to your friends? There are many work styles for an information lover

### YOU'RE AN INFORMATION PERSON WHO LIKES:

Making decisions and leading others

Fixing things and working with equipment

Thinking up new ideas

Taking things one step at a time when working on an assignment

Working with people

### MATCHING OCCUPATIONS

financial manager landscaping contractor  
school principal

computer operator machinist musician  
systems analyst mechanic

chemist designer marketing consultant  
mathematician writer

accountant banker loan officer purchasing  
agent real estate manager

clerk librarian paralegal personnel officer  
medical secretary



# ARE YOU A PEOPLE PERSON?

Do you love being around your friends and family? Do the words caring helping advising persuading and cooperating describe you? There are many jobs that will match your people skills and work style

## YOU'RE A PEOPLE PERSON WHO LIKES:

## MATCHING OCCUPATIONS

Organizing events at school and being responsible for the results

clergy teacher sales manager social worker sports coach

Working with your hands and making things

art teacher dental hygienist horticulturist prosthetist meteorologist help desk software specialist

Being creative and finding new ways of doing things

actuary architect family counselor lawyer school counselor speechwriter film producer

Details and following specific instructions

cashier child care worker hairdresser sports scout police officer chef

# ARE YOU A HANDS-ON PERSON?

## YOU'RE A HANDS-ON PERSON WHO LIKES:

## MATCHING OCCUPATIONS

Taking charge and managing projects

aircraft inspector biologist farmer home builder photography director pilot software engineer

Being sociable and working with others

agricultural specialist bus driver landscape architect optometrist parts clerk radio operator

Taking challenges that make you look for different ways to solve problems

astronomer food technician dentist electrical engineer interior designer

There are many jobs for people that have a knack for using tools and machines, figuring out how things work, and repairing things. You can find just the right occupation if you have this work style

## I AM MOST LIKELY:

An  
"Information"  
Person

☐

A  
"People"  
Person

☐

A  
"Hands-On"  
Person

☐

# Personality Rules!



## FINDING YOUR PLACE IN THE WORK WORLD

Another way to learn about yourself is to look at your personality type in relation to your interest areas and work style



Most people are some combination of two or three of these personality types. For example, if you resemble the *Realistic* type most, then the *Enterprising* type somewhat less, and *Social* type even less, your code would be RES. Jobs can also be organized into the same six groups. Think of jobs as work environments. Match your personality and work environment and you'll have a winner!

### **R** REALISTIC "DOERS"

**ARE YOU...** A nature lover, ambitious, athletic, curious, frank, mechanical, persistent, practical, self-controlled, systematic.

**Do you like to...** fix electrical things, play a sport, tinker with machines/vehicles, work outdoors, use your hands.

**You might make a good...** Plumber, Carpenter, Veterinary Technician, Dental Assistant, Career & Technical Teacher.

---

**Realistic types have mechanical abilities, but may lack social skills.**

### **I** INVESTIGATIVE "THINKERS"

**ARE YOU...** Analytical, curious, independent, inquisitive, introspective, logical, observant, self-confident, scholarly, scientific.

**Do you like to...** solve math problems, use computers, perform lab experiments, read scientific/technical journals, do research.

**You might make a good...** Computer Engineer, Chemist, Optometrist, Agricultural Technician, Meteorologist.

---

**Investigative types like to explore ideas and analyze data, but often lack leadership ability.**

### **A** ARTISTIC "CREATORS"

**ARE YOU...** Creative, emotional, expressive, imaginative, impulsive, independent, innovative, intuitive, open, sensitive, unconventional.

**Do you like to...** write stories, poetry, music, sketch, draw, paint, play a musical instrument, sing, act, dance, design fashions or interiors.

**You might make a good...** Musician, Editor, Interior or Graphic Designer, Entertainer, Landscape Architect.

---

**Artistic types have writing, musical, or artistic abilities, but often lack clerical skills.**

# Personality Rules!

**R** **I** **A** **S** **E** **C**

## **S**OCIAL "HELPERS"

**ARE YOU...** Cooperative  
empathetic forgiving  
friendly generous helpful  
idealistic insightful  
kind outgoing patient  
persuasive responsible

**Do you like to...** teach/  
train others work in  
groups do volunteer work  
work with young people  
play team sports

**You might make a  
good...** Nurse Teacher  
Police Officer Social  
Worker Emergency  
Medical Technician

**Social types have social  
skills and talents, but  
often lack mechanical  
and scientific ability.**

## **E**NTERPRISING "PERSUADERS"

**ARE YOU...** Adventurous  
agreeable ambitious  
assertive energetic  
enthusiastic extroverted  
impulsive inquisitive  
optimistic persuasive  
popular self confident  
spontaneous talkative

**Do you like to...** sell  
things or promote ideas  
make decisions affecting  
others start your own  
business give talks or  
speeches have power or  
status

**You might make a  
good...** Hotel Manager  
Retail Salesperson Public  
Relations Specialist Travel  
Agent Private Investigator

**Enterprising types have  
leadership and speaking  
abilities, but often lack  
scientific ability.**

## **C**ONVENTIONAL "ORGANIZERS"

**ARE YOU...** Accurate  
conforming conscientious  
efficient methodical  
numerically inclined  
obedient orderly practical  
polite structured  
systematic thrifty well  
organized

**Do you like to...** work  
with numbers type/use a  
computer be responsible  
for details keep accurate  
records collect or organize  
things

**You might make a  
good...** Secretary  
Insurance Claims Examiner  
Computer Operator  
Brokerage Clerk Cost  
Estimator

**Conventional types  
have clerical and math  
abilities, but often lack  
artistic ability.**



Compatible with  
John Holland's  
R I A S E C  
Interest Structure



# WHAT'S UP WITH YOU?

**T**his activity will help you identify your personal traits or values. Your journey through life will offer a variety of experiences, so as you change and grow, your values may as well. The list below contains a variety of satisfactions that people get from the activities they do. Using the scale listed below, rate the degree of importance to you.

- 1** – NOT IMPORTANT AT ALL    **2** – SOMEWHAT IMPORTANT  
**3** – VERY IMPORTANT

- \_\_\_ **Helping Society:** Doing something that contributes to improving our world
- \_\_\_ **Helping Others:** Being involved in helping other people in a direct way
- \_\_\_ **Competition:** Engaging in activities that rival my abilities against others
- \_\_\_ **Creativity:** Creating new ideas programs or organizational structures
- \_\_\_ **Artistic Creativity:** Engaging in creative activities such as painting writing or acting
- \_\_\_ **Knowledge:** Engaging in learning and understanding new things
- \_\_\_ **Having Power and Authority:** Controlling or influencing the opinions and activities of others.
- \_\_\_ **Public Contact:** Having a lot of day to day contact with others
- \_\_\_ **Working Alone:** Doing projects alone without much contact with others
- \_\_\_ **Religious:** Participating in activities to better relate to the divine mystical or spiritual
- \_\_\_ **Recognition:** Being recognized for the things I do in a public way
- \_\_\_ **Physical Challenge:** Doing activities that will require strength speed or agility
- \_\_\_ **Excitement:** Doing stimulating or thrilling work
- \_\_\_ **Intellectual Status:** Being thought of as an intellectual or an expert
- \_\_\_ **Change and Variety:** Having responsibilities that frequently change
- \_\_\_ **Stability:** Having structure and routine in my activities
- \_\_\_ **Profit-Gain:** Making lots of money
- \_\_\_ **Fun:** Finding pleasure in what you do
- \_\_\_ **Working With Others:** Working as a team member toward common goals
- \_\_\_ **Adventure:** Participating in risk taking activities
- \_\_\_ **Independence:** Being my own boss
- \_\_\_ **Technology:** Working well with machines and tools

**Now look through the completed list. Of the items you've marked as a 3 – very important, pick the five that are most important to you.**

## LIST YOUR TOP FIVE VALUES:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

# Skills for the Workplace

## HOW DO YOU STACK UP?

There are many ways to develop skills: school, social, and leisure activities, work, sports, hobbies, home chores, and volunteer work. The skills you build during your school years will become the building blocks of your work foundation. Think of yourself now, in school, and evaluate each skill as used in school. Check the box that best describes your level of each skill.

Can Do  
Needs Work

### Communication Skills

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Giving class presentations                |
| <input type="checkbox"/> | <input type="checkbox"/> | Reading articles and books                |
| <input type="checkbox"/> | <input type="checkbox"/> | Writing essays, reports, or short stories |
| <input type="checkbox"/> | <input type="checkbox"/> | Listening                                 |

### Problem Solving

- |                          |                          |                           |
|--------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Analyzing information     |
| <input type="checkbox"/> | <input type="checkbox"/> | Understanding the problem |
| <input type="checkbox"/> | <input type="checkbox"/> | Defining the problem      |
| <input type="checkbox"/> | <input type="checkbox"/> | Solving the problem       |
| <input type="checkbox"/> | <input type="checkbox"/> | Applying the solution     |

### Knowing How to Learn

- |                          |                          |                              |
|--------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Asking questions             |
| <input type="checkbox"/> | <input type="checkbox"/> | Reading information          |
| <input type="checkbox"/> | <input type="checkbox"/> | Using the library            |
| <input type="checkbox"/> | <input type="checkbox"/> | Researching information      |
| <input type="checkbox"/> | <input type="checkbox"/> | Joining activities and clubs |

### Responsibility

- |                          |                          |                                |
|--------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Doing homework                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Meeting project deadlines      |
| <input type="checkbox"/> | <input type="checkbox"/> | Getting to class on time       |
| <input type="checkbox"/> | <input type="checkbox"/> | Following a schedule           |
| <input type="checkbox"/> | <input type="checkbox"/> | Being on sports teams or clubs |

### Creative Thinking

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Learning how others have been creative           |
| <input type="checkbox"/> | <input type="checkbox"/> | Using your imagination                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Trying new ways of doing things                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Looking at issues from a different point of view |

Can Do  
Needs Work

### Interpersonal Skills

- |                          |                          |                                |
|--------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Getting along with others      |
| <input type="checkbox"/> | <input type="checkbox"/> | Meeting new people             |
| <input type="checkbox"/> | <input type="checkbox"/> | Working on a team              |
| <input type="checkbox"/> | <input type="checkbox"/> | Respecting the ideas of others |

### Personal Skills

- |                          |                          |                            |
|--------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Making ethical choices     |
| <input type="checkbox"/> | <input type="checkbox"/> | Motivated and enthusiastic |
| <input type="checkbox"/> | <input type="checkbox"/> | Reliable and dependable    |
| <input type="checkbox"/> | <input type="checkbox"/> | Pride in appearance        |
| <input type="checkbox"/> | <input type="checkbox"/> | Courteous and respectful   |

### Self-Management

- |                          |                          |                                 |
|--------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Scheduling your day             |
| <input type="checkbox"/> | <input type="checkbox"/> | Setting priorities and goals    |
| <input type="checkbox"/> | <input type="checkbox"/> | Being flexible                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Positive attitude toward change |

### Computers

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Using a keyboard                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Learning to word process                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Choosing correct software to get the job done |
| <input type="checkbox"/> | <input type="checkbox"/> | Using a mouse                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Learning to cut and paste                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Using the Internet for research               |
| <input type="checkbox"/> | <input type="checkbox"/> | Using e-mail                                  |



# Career And Technical Education

**GET IT STARTED IN HIGH SCHOOL**

**\*\*\*In Florida  
8 out of the 10  
fastest growing  
occupations by  
2014, do not  
require a four-  
year degree!**

**\*\*\*65%  
of all new  
occupations  
require  
education/  
training past  
high school of 2  
years or less!**

Want to take high school career and technical courses that will help you develop skills for a future job? How about exploring different career areas to see which holds your interest? Career and technical education is a popular choice in today's high schools since it offers highly skilled training with hands on learning experiences. After high school, you can advance your skills by enrolling at a technical center, community college, or a university. Many high school career and technical courses are linked to community college programs through Tech Prep. Ask about Tech Prep in your school district.

**High schools usually offer major areas of interest and/or electives in some of these programs:**

- Agriscience and Natural Resources
- Business Technology
- Family and Consumer Sciences
- Health Sciences
- Marketing
- Technology
- Public Service
- Industrial
- Diversified Career Technology (DCT)

**Career and Technical Education Programs Offer:**

- On the job work experiences through internships, apprenticeships, job shadowing, and cooperative education
- Job opportunities that allow you to earn while you learn
- Opportunities to join student organizations with benefits such as leadership development, scholarships, travel, and competitions to win awards and money
- Real work situations to apply what you learn



# The Adventures of Suzie Planahead...

It doesn't take a genius to figure out that finishing high school is essential to future success! But Suzie Planahead was never interested in doing the bare minimum or taking the easy way out. She was all about seizing the moment and preparing herself for what opportunities came her way.

**For starters, Suzie took down some notes to live by under the instruction of her Career Planning Course Instructor, Mr. Knowurfacts . . . they read:**

For High School Success...

- Take challenging courses  
(Better preparation for postsecondary education)
- Use Florida CHOICES to begin exploring
- Select a Major Area of Interest
- Develop a roadmap for success in high school and beyond high school - [FACTS.org/ePEP](http://FACTS.org/ePEP)
- Beyond High School - educational and training options

The last bullet intrigued Suzie Planahead. She really didn't know what educational and training options were available to her after high school. So for extra credit, Suzie asked Mr. Knowurfacts if she could research these options and report on them. Mr. Knowurfacts agreed, but asked that she partner with Joe Go-with-the-flow. Not only did Suzie and Joe receive extra credit for their assignment, this information was posted in the guidance office and on the school's website! Check it out below! You may find it useful too!

## OUR HIGH SCHOOL YEARS ARE NOT THE END OF THE ROAD, BUT SIMPLY THE STARTING POINT TO ACHIEVING OUR DREAMS...

Apprenticeships	Apprenticeships involve working with experienced workers while completing classroom training. Plus, you get paid! Some apprenticeship careers include: carpenter, electrician, and fire fighter.
Military Training	The military trains people in numerous occupations, plus provides tuition assistance for colleges and universities. Each recruit signs a legal contract for eight years of duty. Service members receive basic pay allowances and benefits for their service.
Career and Technical Centers	Career and Technical Centers provide highly skilled training with hands-on learning experiences. Most programs require less than two years to complete and a certificate of completion is earned to show that you're certified to do specialized work. Careers that require certificate training include: dental assistant, computer equipment repairer, and court reporter.
Community College	Two-year degree programs are available through community colleges. You may choose to get a two-year degree in a specific career field and go directly to work or transfer to a four-year college or university. Some careers resulting from two-year degrees include respiratory therapist and forest technician.
Four Year Colleges and Universities	Four-year bachelor degree programs are available through public and private colleges and universities. Teachers and engineers are just a few careers that require a bachelor's degree.

# Career Clusters

## Agriculture, Food, & Natural Resources

### Education Level

**Now:** Requires on the job training work experience and/or a high school diploma

**Next:** Requires up to years of education beyond high school

**Later:** Requires years of education beyond high school and sometimes work experience

**Goldstar:** indicates a high wage high demand job in Florida

Do you like to work outside? What about discovering new ways of growing food or discovering better ways to use our natural resources? The agricultural and natural resources industry is a great career choice for people who like to work with the earth and its resources

NOW

NEXT

JOB TITLE	JOB DESCRIPTION	AVERAGE SALARY	EDUCATION REQUIREMENTS
Animal Trainer – <i>Horse Trainer</i>	Trains animals for riding harness security performance or obedience or assisting persons with disabilities	annual	On the job training SR
Agricultural Supervisor – <i>Animal Care Supervisor Horticultural Supervisor</i>	Supervises workers who cultivate plant and harvest crops and attend livestock Hires trains and assigns duties to workers May arrange work contracts housing and transportation for workers	annual	Career & Technical ER
Agricultural Technician – <i>Biological Aide Chemical Technician</i>	Works with biologists to study living things Sets up operates and maintains lab instruments Monitors experiments makes observations calculates and records results	annual	Community College RIC
Forester – <i>Forest Ecologist Range Manager</i>	Develops ways to protect forests against fire, insects, disease, floods, and erosion Seeks to develop new and better methods and tools for conserving resources Works with farmers ranchers and other land managers to develop conservation programs	annual	Community College RI
Forest/ Conservation Worker – <i>Tree Planter Forester Aide</i>	Performs tasks to plant and conserve timberlands to maintain forest facilities such as roads and campsites or to harvest timber Plants new tree seedlings to reforest timberland	annual	Career & Technical RI
Landscape Gardener/Lawn Maintenance Worker – <i>Landscape Laborer Horticultural Worker</i>	Landscapes and maintains gardens lawns and grounds of public or private property	annual	Career & Technical R

HOLLAND CODE

\* *Italicized job titles are similar in duty but may vary in educational level.*

# Agriculture, Food, & Natural Resources cont...

JOB TITLE	JOB DESCRIPTION	AVERAGE SALARY	EDUCATION REQUIREMENTS
Nursery or Greenhouse Manager – <i>Lawn Service Manager Christmas Tree Farm Manager</i>	Plans and coordinates workers at nurseries greenhouses and ornamental plant farms. Manages workers who cultivate and harvest horticultural products. Buys needed materials to care for trees and plants.	annual	Career & Technical ERC
Water and Sewage Treatment Plant Operator (Goldstar) – <i>Waterworks Pump Station Operator Waste Treatment Operator</i>	Removes harmful pollution from domestic and industrial wastewater. Controls equipment that moves the water through the treatment process and disposes waste materials. Takes samples of the water, performs chemical laboratory analyses, and adjusts the amount of chemicals such as chlorine in the water.	annual	Career & Technical License required RC
Zoologist/ Wildlife Biologist – <i>Human and Animal Pathologist</i>	Researches and studies the origin, behavior, diseases, life processes, and distribution of animal life. Uses computers to record and analyze data.	annual	University IR

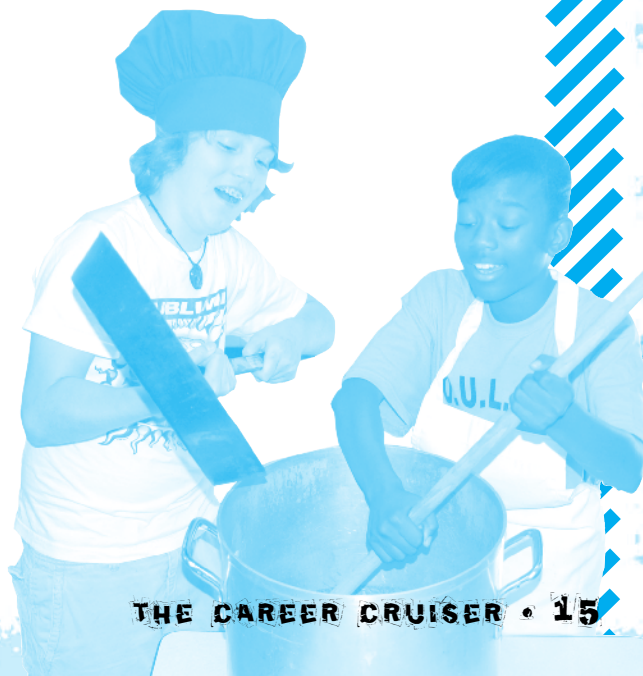
HOLLAND CODE

## Workin' It in High School

**Career Academy:** A school-within-a-school that offers a program of study focusing on a career area within one of the career clusters. You have the opportunity for job shadowing, internships, and on the job training. Academies prepare you for going to work in a specific career and may result in certification. Check out what's available in your area.

**Tech Prep:** A college prep program that leads to an associate degree, two-year certificate, or apprenticeship. It combines at least two years of high school education with two years of postsecondary education to prepare students for technical careers in one or more career clusters. Students can also earn college credit through Dual Enrollment.

For more information, talk to your school counselor.





# Architecture & Construction

Can you construct things in your mind? Do you have the ability to visualize a project and sketch it out? Occupations in this career cluster give you a wide variety of tasks. You can do anything from designing buildings to the actual construction. You can start your own business and be your own boss.

NOW

NEXT

LATER

JOB TITLE	JOB DESCRIPTION	AVERAGE SALARY	EDUCATION REQUIREMENTS
Carpenter Helper	Helps carpenters or carpentry related craft workers. Duties include supplying or holding materials or tools and cleaning work areas and equipment.	annual	On the Job Training RC
Brickmason (Goldstar) – Bricklayer Chimney Repairer	Sets bricks, concrete blocks, masonry panels, and other masonry materials. Builds and repairs walls, floors, partitions, chimneys, and other structures.	annual	Career & Technical Apprenticeship R
Carpenter (Goldstar) – House Repairer Wood Boat builder	Cuts, fits, and assembles wood and other materials in the construction of buildings, docks, boats, and many other structures. Works from blueprints to measure and mark materials. Cuts and shapes materials and joins them with nails, screws, staples, or adhesives.	annual	Career & Technical Apprenticeship R
Construction and Building Inspector (Goldstar) – Plumbing Inspector Electrical Inspector	Examines the construction, alteration, or repair of structures to ensure that the methods and materials used to build and repair structures meet regulations. Inspects buildings, highways and streets, sewer and water systems, dams, bridges, and other structures.	annual	Career & Technical or Community College License required CRI
Construction Manager (Goldstar) – Contractor Bridges and Buildings Supervisor	Directs construction supervisors and monitors the progress of construction activities including the delivery and use of materials, supplies, tools, machinery, equipment, and vehicles. Directs or monitors compliance with building and safety codes.	annual	Career & Technical or Community College License required for General Contractor ERC
Drywall Installer/Finisher (Goldstar) – Sheetrock Applicator Taper	Installs and finishes drywall panels used for walls and ceilings in homes and buildings. Measures, cuts, and fits panels around windows, doors, and electrical outlets.	annual	Career & Technical R
Electrician (Goldstar) – Airport Electrician Street Light Repairer	Installs, connects, and repairs electrical wiring in buildings. Pulls wire or cable through a conduit to connect switches and outlets. Installs fiber optic cables for computers or telecommunications equipment.	annual	Career & Technical Apprenticeship RI
Heating and Air conditioning Mechanic (Goldstar) – Solar Energy System Installer Furnace Installer	Installs, maintains, and repairs heating and air conditioning equipment. Works on the mechanical, electrical, and electronic components. Checks defects and repairs or replaces parts.	annual	Career & Technical RC
Architect – School Plant Consultant	Plans, designs, and supervises the construction of homes, office buildings, airports, or highways. Uses computer aided design and drafting (CADD) systems to prepare detailed drawings.	annual	University License required Internship required ARI
Landscape Architect – Environmental Planner Landscape Drafter	Plans and designs land areas for residential use, public parks, college campuses, shopping centers, airports, golf courses, highways, and industrial parks. Designs areas that are functional, beautiful, and compatible with the natural environment.	annual	University License required Internship recommended ARI

HOLLAND CODE

# Arts, A/V Technology & Communications

Have you ever dreamed of being a movie star or a famous writer? You could be the next big Hollywood director or Michelangelo! If you have the ability to be very creative and expressive there may be many opportunities to explore in this industry

NOW

NEXT

LATER

JOB TITLE	JOB DESCRIPTION	AVERAGE SALARY	EDUCATION REQUIREMENTS
Actor – <i>Comedian</i> <i>Magician</i>	Performs dramatic rolls action rolls comedy routines or tricks of illusion to certain audiences on stage television or motion pictures Generally formal training is necessary; however some people enter the field without it.	annual	High school plus work experience AES ←
Musician/Singer – <i>Composer</i> <i>Music Director</i>	Plays one or more musical instruments in solo performance with accompaniment or as a member of an orchestra band or other musical group Formal training may be obtained for success in different occupations related to music.	annual	Education training and experience varies A
Broadcast Technician – <i>Audio Operator</i> <i>Television Technician</i>	Works with electronic equipment used to record and transmit radio and television programs Operates cameras microphones transmitters or other equipment to regulate the signal strength or clarity of recordings or broadcasts	annual	Career & Technical or Community College RA
Film/Video Editor – <i>Sound Cutter</i> <i>Optical Effects</i> <i>Layout Person</i>	Edits motion picture films, television videotapes, and sound tracks. Checks and selects scenes for their dramatic and entertainment values Trims film segments to specified lengths and reassembles them in order	annual	Career & Technical A
Graphic Designer (Goldstar) – <i>Animator</i> <i>Media Artist</i> <i>Cartoonist</i>	Creates art and develops the design of magazines journals or newspapers Uses computers to design new images or to modify existing ones	annual	Career & Technical or Community College AE
Photographer – <i>Photojournalist</i> <i>Aerial Photographer</i>	Takes pictures using video film for movies or still photographs for printing. Uses lighting equipment and different lenses for close-up, medium range or distance photography	annual	Career & Technical or Community College AR
Producer/Director – <i>Motion Picture Director</i> <i>Stage Director</i>	Producers select plays or scripts, plan financing and budget. Coordinates the activities of writers and directors Directors interpret scripts; audition and select cast members conduct rehearsals and direct the work of the cast and crew	annual	Community College/ University AE
Public Relations Specialist (Goldstar) – <i>Lobbyist</i> <i>Sales Service Promoter</i>	Helps businesses schools hospitals and other organizations to build and keep a good public image and promote their ideas services or products	annual	Community College EAS
Telecommunications Line Installer/Repairer (Goldstar) – <i>Communications Equipment Mechanic</i> <i>Central Office Frame Wire</i>	Installs and repairs fiber optic telecommunications cables that connect telephones and cable television to customers' homes Uses electronic test equipment to make routine checks of lines	annual	Career & Technical R
Commercial Art Director – <i>Creative Director</i> <i>Production Manager</i>	Formulates design concepts plans presentations and directs workers engaged in art work layout and copy writing for visual communications	annual	University AE
Curator – <i>Archivist</i> <i>Museum Technician</i> and <i>Conservator</i>	Plans directs and coordinates activities of an exhibiting institution such as a museum art gallery botanical garden zoo or historic site	annual	University (Master's degree) AI

HOLLAND CODE

**FOLLOW  
YOUR  
INTERESTS!**

**WHO  
KNOWS???**

**SOMEDAY  
YOU  
MAY BE  
YOUR OWN  
BOSS!**

**Your Interests can lead to**

**JAYSON MEYER**

CEO Meyer Technologies



**What were your interests in middle school?** *Computers...I liked fixing and building them.*

**How did you decide on a career?** *It all began with my interest in computer technology. First, my brother*

*Martin and I set up shop in my bedroom...outgrew that and rented a booth at a flea market. Later, we took on a partner which changed the direction of the company. Now with two branch offices, I have a successful business that focuses on web-based software solutions for companies.*

**Any advice to other middle school students planning their future?** *Never give up! The key to everything in life is staying focused and working hard. Then you can accomplish anything.*

**JESIKA CURRY**

Algebra I high school teacher

**What were your interests in middle school?** *I loved working with children, being in the band, and taking dance classes.*

**How did you decide on a career?** *For an English class project, I interviewed a pediatric nurse practitioner. I was certain that was the career for me. In my first year of college, I took several math and science courses and found them to be very interesting. After taking an education class, I made a different career decision. I decided to be a high school teacher and get the students as excited as I was about math and science.*

**Any advice to middle school students planning their future?** *Learn first hand about careers in which you have an interest through interviews or even job shadowing. Don't forget your school counselor. He/she can help you plan the courses you will take in high school which can greatly impact your plans for the future.*





# hot

# CAREERS

...and it can begin in middle school.

## Turn Your Interests into Income!

Learning more about your interests and abilities can help you make career and education decisions that will impact your job satisfaction and lifestyle

### Don't Know What Interests You?

- Find a part time job that can help you to build important work skills
- Interview family, neighbors, and other workers to find out about their jobs.
- Ask your teacher or school counselor about job shadowing opportunities in your school

### Do your interests lead to any of these job possibilities?

#### IF YOU LIKE...

- |                              |                                 |
|------------------------------|---------------------------------|
| • Taking care of kids?       | Babysitting                     |
| • Fixing things?             | Bike repair                     |
| • Working in the yard?       | Lawn service or Growing herbs   |
| • Cleaning stuff?            | Car washing                     |
| • Taking care of dogs & cats | Pet sitting service             |
| • Working with Computers     | eBay sales or Computer business |
| • Painting things            | Painting service                |

HERE IS  
SOMETHING  
YOU CAN DO NOW!



**NEIL KUROWSKY**

Owner/Yard Dog Inc.

**What were your interests in middle school?** *I wanted some extra cash so I started mowing lawns.*

**How did you decide on a career?** *By the time I was 16, I had started my own business. Business was so good that I had to hire several friends to help me after school and on the weekends. Eventually, I opened an office and added a partner. The focus of my business today is landscaping. I'm planning on finishing my degree at Valencia Community College and in the next few years owning one of the largest landscaping companies in Orlando.*

**Any advice to other middle school students planning their future?** *If you want to be your own boss, go for it! Stay in school and take courses that can help you run your business.*

# Business, Management, & Administration

Have you ever wondered what goes on in those big, tall business buildings you see downtown? They are full of office managers and secretaries who do everything from writing contracts to answering phones. This industry depends heavily on the people who work behind the scenes keeping everything running smoothly.

JOB TITLE	JOB DESCRIPTION	AVERAGE SALARY	EDUCATION REQUIREMENTS
Customer Service Representative – <i>Order Clerk</i> <i>Information Clerk</i> <i>Customer Service Representative</i>	Interacts with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.	annual	On the job training CES ←
Accountant/ Auditor (Goldstar) – <i>Cost Accountant</i> <i>Tax Accountant</i>	Works with numbers. Keeps financial records for businesses, the government, or individuals. These records show how much money is earned, spent, and paid in taxes.	annual	Community College License required CE
Administrative Assistant/ Executive Secretary (Goldstar) – <i>Administrative Secretary</i> <i>Legal Secretary</i>	Assists executives by coordinating and directing basic office services, such as staff assignments, records storage and retrieval, budget control, and providing information to staff and clients.	annual	Career & Technical or Community College CE
Administrative Services Manager (Goldstar) – <i>Court Administrator</i> <i>Office Manager</i>	Organizes typing, filing, bookkeeping, and office procedures of clerical workers in a business or organization. Plans, supervises, and assigns the work of staff.	annual	Career & Technical or Community College ECS
Employment and Placement Specialist (Goldstar) – <i>Employment Interviewer</i> <i>Training and Development Manager</i>	Develops relationships with employers to provide employment opportunities for job applicants and students.	annual	Community College SEC
General/Operations Manager (Goldstar) – <i>Department Store Manager</i> <i>President</i>	Coordinates and directs the people who work in corporations, non-profit institutions, and government agencies. Plans, organizes, and directs the activities of the organization.	annual	Community College ECS
Medical Secretary (Goldstar) – <i>Legal Secretary</i> <i>Administrative Assistant</i>	Performs secretarial duties using specific knowledge of medical terminology and procedures. Uses personal computers and operates office equipment such as fax machines, photocopiers, and telephones with voice mail capabilities.	annual	Career & Technical CE
Human Resources Manager – <i>Employment Manager</i> <i>Benefits Manager</i>	Manages programs concerned with the employment and treatment of workers. Oversees the hiring and firing of employees and supervises workers. Develops plans to inform workers of their employment rights and benefits.	annual	University ECS
Management Analyst – <i>Business Consultant</i> <i>Reports Analyst</i>	Works with businesses to find ways to operate more efficiently and effectively. Helps managers define problems. Collects, reviews, and analyzes information. Presents recommendations.	annual	University (Master's degree) ECI

**HOLLAND CODE**

# Education & Training

If you want a job that is rewarding consider teaching. With a career in education you have the opportunity to inspire the minds of the future. In Florida there is a high demand for educators and trainers due to the rising state population. The opportunities are wide open and you have the option to work with children or adults.

JOB TITLE	JOB DESCRIPTION	AVERAGE SALARY	EDUCATION REQUIREMENTS
Teacher Assistant – <i>Classroom Assistant, Grading Clerk</i>	Prepares classroom materials, supervises students, and operates audio visual equipment under the guidance of a teacher.	annual	On the job training SC ←
Library Assistant – <i>Film or Tape Librarian, Bookmobile Driver</i>	Helps librarians acquire, prepare, and organize material. Enters catalog information into the library's computer and helps people use computer systems to find books and materials.	annual	Career & Technical CR
Elementary School Teacher – <i>Preschool Teacher, Children's Tutor</i>	Instructs students in numbers, language, science, social studies, and other activities designed to promote social, physical, and intellectual growth. Uses games, music, artwork, films, computers, and other teaching technology.	annual	University Certification required SAI
Preschool Teacher – <i>Kindergarten Teacher, Daycare Teacher</i>	Instructs children (normally up to 5 years of age) in a preschool, day care, or other child development center. Conducts activities designed to develop social, physical, and intellectual skills needed for primary school.	annual	University SA
Principal – <i>Education Administrator, Assistant Principal</i>	Plans, develops, and administers programs to provide educational opportunities for students. Monitors programs for effectiveness and compliance with federal, state, and local regulations.	annual	University (Master's degree) Certification required SEI
School/Vocational/ Career Counselor – <i>Counselor, Guidance Director</i>	Counsels individuals or small groups and provides educational and vocational guidance and assessment services. May operate career information centers and career education programs.	annual	University (Master's degree) Certification required SA
Secondary School Teacher – <i>Resource Teacher, Physical Education Instructor</i>	Plans lessons and assignments, conducts classes, and grades tests and papers. Teaches subjects such as English, Math, Social Studies, or Science.	annual	University Certification required SAI
Special Education Teacher – <i>Teacher of Learning Disabled, Teacher of Emotionally Impaired Students</i>	Teaches academic and social skills for children who have special needs such as disabilities or gifted intelligence. Plans individualized education programs, prepares lessons, and assigns work.	annual	University Certification required SA
Vocational Education Teacher (Goldstar) – <i>Secondary School Teacher</i>	Instructs and trains students in career oriented areas such as health care, business, auto repair, communications, and technology. Teaches specific trades that are in high demand by employers.	annual	University (and/or demonstrate expertise in a particular field) Certification required SR

NOW

NEXT

LATER

HOLLAND CODE



# Finance

In this field, money is the name of the game and the payoff can be high. Many people have money to put into the bank or invest in the stock market, so job opportunities in this field are growing.

JOB TITLE	JOB DESCRIPTION	AVERAGE SALARY	EDUCATION REQUIREMENTS
Bank Teller – <i>Vault Teller</i> <i>Foreign Banknote Teller</i>	Cashes checks accepts deposits and loan payments and processes withdrawals	annual	On the job training CE
Bookkeeping/ Accounting Clerk (Goldstar) – <i>Tax Clerk</i> <i>Audit Clerk</i>	Records debits and credits and posts transactions in journals or in computer programs to keep financial information up to date. Prepares reports	annual	On the job training CE
Insurance Processing Clerk – <i>Reviewer</i> <i>Policy Change Clerk</i>	Reviews insurance applications to ensure that all questions have been answered Prepares new policies changes existing policies and gives information to insurance agents	annual	On the job training CE
Loan Interviewer/ Clerk – <i>Loan Officer/Counselor</i> <i>Disbursement Counselor</i>	Reviews credit history and gets information needed to determine whether people can obtain credit Contacts applicants credit bureaus and other sources of information to update and verify credit report information	annual	On the job training CE
Financial Analyst – <i>Investment Analyst</i> <i>Personal Financial Advisor</i>	Provides investment analyses and guidance to businesses and individuals. Gathers and analyzes financial information. Makes recommendations to investors	annual	Community College ICE
Financial Manager – <i>Credit and Collection Manager</i> <i>Bank Manager</i>	Directs investment activities and prepares financial reports for a business Manages spending by deciding how money will be used and analyzes investments	annual	Community College ECS
Financial Services Sales Agent (Goldstar) – <i>Stockbroker</i> <i>Financial Planner</i>	Buys and sells stocks bonds mutual funds insurance or other financial products for customers. Gives advice and information on the purchase or sale of financial products.	annual	Community College License required EC
Insurance Claim Examiner (Goldstar) – <i>Claim Agent</i>	Studies insurance claims to see whether clients' policies cover them for particular losses Interviews people checks police and hospital records and inspects property damage to determine the extent of the company's responsibility to pay the person who suffered the loss.	annual	Career & Technical License required CE
Loan Counselor (Goldstar) – <i>Commercial Loan Officer</i> <i>Mortgage Loan Underwriter</i>	Helps borrowers gather financial information and fill out loan applications Evaluates and recommends approval of commercial real estate, or credit loans. Advises borrowers on financial options and methods of payments	annual	Community College ESC
Actuary	Applies knowledge of mathematics probability statistics and the principles of business finance to problems in insurance, annuities, and pensions	annual	University CI

HOLLAND CODE

# Government & Public Administration

From the President of the United States to a legislative aide, this field has a wide variety of jobs from which to choose. You can be an elected official or hold a salaried position that links you to the government. So whether a local state or federal government employs you you serve the community state and nation where you live Democracy at its best!

JOB TITLE	JOB DESCRIPTION	AVERAGE SALARY	EDUCATION REQUIREMENTS
License Clerk – <i>Marriage License Clerk Driver's License Clerk</i>	Issues licenses and permits to qualified applicants. Give tests to see if applicants meet requirements May issue driver's liquor marriage or other licenses Questions applicants and records information forms Collects fees	annual	On the job training CE ←
Municipal Clerk – <i>Public Records Clerk Court Clerk</i>	Performs clerical and administrative duties for a municipal government Prepares agendas and bylaws for town or city councils Records minutes of council meeting Answers correspondence keeps fiscal records, and prepares reports.	annual	On the job training CE
Environmental Compliance Inspector – <i>Inspector Tester and Grader</i>	Inspects and investigates sources of pollution to protect the public and environment and ensures conformance with federal state and local regulations and ordinances	annual	Career & Technical or Community College IC
Social/Community Services Manager (Goldstar) – <i>Rehabilitation Center Manager Social Welfare Administrator</i>	Plans develops and directs social service programs designed to help people with health welfare or community service needs Directs staff, plans budgets, prepares reports, and often directs fund raising activities	annual	Community College SE
Government Service Executive – <i>Human Resources Program Administrator Natural Resources Program Administrator</i>	Provides overall direction and management for federal state and local government activities Directs the activities of governmental agencies with the help of lower level managers	annual	University ECS
Legislator – <i>Politician Commissioner Mayor</i>	Develops enacts and amends laws Studies reports and listens to opinions of constituents or interest groups to decide if a bill should become law	annual	Elected to office IA
President of the United States – <i>Senator Governor</i>	Serves as the chief executive officer overseeing the legislative, judicial, and executive branches of government Works with legislators to set goals and organize programs to attain those goals Signs bills into law Encourages business investments and promotes economic development	annual	Must be at least years old a natural born citizen and must have lived in the U S for at least years ECS
Urban and Regional Planner – <i>City Planning Aide Program Services Planner</i>	Devises plans that promote the best use of a community's land and resources for residential commercial and recreational activities Develops long term and short term plans for the future growth and development of city suburban or rural communities	annual	University (Master's degree) IE

HOLLAND CODE

# Health Science

With a caring hand and an understanding ear doctors nurses and dentists can be our best friends when we are not feeling well This is a world of fast paced action and career growth Opportunities range from working with infants to the elderly and everything in between

NOW

NEXT

LATER

JOB TITLE	JOB DESCRIPTION	AVERAGE SALARY	EDUCATION REQUIREMENTS
Nurse Aid/Orderly – <i>Home Health Aide</i>	Works under the direction of medical staff to care for patients in health care facilities	annual	On the job training Certification exam may be required SR ←
Dental Assistant (Goldstar) – <i>Nurse Assistant</i>	Assists dentists by performing support duties for the treatment of patients during dental procedures	annual	Career & Technical SR
Dental Hygienist (Goldstar) – <i>X ray Technician Dental Assistant</i>	Provides preventive dental services such as teeth cleaning and polishing x rays and support services for a dentist Advises patients on dental care	annual	Community College License required SC
Emergency Medical Technician/ Paramedic (Goldstar) – <i>Ambulance Driver</i>	Drives to the scene of emergencies to give first aid treatment to sick or injured people Transports them to medical facilities	annual	Career & Technical or Community College License required SRI
Radiologic Technologist (Goldstar) – <i>Ultrasound Technologist Radiologic Technician</i>	Takes radiographs (x rays) of all parts of the human body to help diagnose illness and disease Positions the patient adjusts the equipment at the correct angle and height over the patient's body Takes the x-ray, removes the film and develops it.	annual	Community College License Required RIS
Registered Nurse (Goldstar) – <i>Nurse Anesthetist Licensed Practical Nurse</i>	Cares for the sick and injured and helps people stay well Watches and records symptoms reactions and the progress of patients	annual	Community College License required SI
Veterinary Technician/ Technologist <i>Veterinarian</i>	Works under the supervision of a veterinarian to examine animals and give them medication Measures and records temperature pulse rate and respiration Applies checks and changes bandages Performs routine laboratory tests Prepares food for the animals	annual	Career & Technical RIS
Dentist – <i>Endodontist Pediatric Dentist</i>	Examines teeth and other parts of the mouth to diagnose diseases or disorders Examines X rays removes decay repairs broken teeth and fills cavities.	annual	University (First Professional degree) License required IRS
Family/General Practitioner Physician – <i>Cardiologist Dermatologist</i>	Diagnoses illnesses and prescribes and administers treatment for people suffering from injury or disease. Advises patients on how to prevent disease through exercise diet and preventive health care	annual	University (First Professional degree) License required Internship required I
Pharmacist – <i>Radiopharmacist Pharmacy Services Director</i>	Prepares and dispenses prescription drugs provides advice on the use and effects of drugs, and keeps records of customers' prescriptions.	annual	University (First Professional degree) License required Internship required ICR
Physical Therapist – <i>Physical Therapy Assistant Physical Therapy Aide</i>	Improves mobility relieves pain and prevents or limits permanent physical disabilities of patients suffering from injuries or disease. Provides such treatments as exercise to improve strength and endurance	annual	University (Masters degree) License required SRI
Speech Pathologist – <i>Voice Pathologist</i>	Examines and treats patients with speech language or voice disorders such as stuttering Evaluates test results to determine the problem and recommends treatment	annual	University (Master's degree) License required SI
Veterinarian	Examines diagnosis and treats medical problems in animals May work with pets and/or livestock or with laboratory animals used for research	annual	University (First Professional degree) License required IR



# Hospitality & Tourism

From working at Disney World to McDonalds, jobs in this field allow you to meet new people all the time. In Florida, a large portion of employment is in the hospitality and tourism industry. Jobs in food service, hotels, attractions and travel are available. Many allow for part-time work and flexibility.

NOW

NEXT

LATER

JOB TITLE	JOB DESCRIPTION	AVERAGE SALARY	EDUCATION REQUIREMENTS
Hotel/Motel Clerk – Receptionist Information Clerk	Registers arriving guests, assigns them rooms, and checks guests out at the end of their stay	annual	On the job training CES
Porter/Bellhop – Bell Captain Baggage Checker	Carries baggage for travelers at airports or hotel guests	annual plus tips	On the job training ERS
Recreation and Amusement Attendant – Game Attendant Caddie	Sells tickets and rents or sells equipment such as bowling shoes or golf balls. Collects fees and informs players of rules	annual	On the job training RCE
Tour Guide – Sightseeing Guide Escort	Escorts individuals or groups on sightseeing tours or through places of interest, such as parks, public buildings, and art galleries. Assumes responsibility for the safety of tour patrons	annual	On the job training SE
Coach (Goldstar) – Professional Sports Scout Soccer Coach Football Coach	Instructs athletes in game strategies and techniques. Prepares athletes for competition. Oversees the daily practice of players. Determines strategy during games and calls plays	annual	Career & Technical or Community College ERS
Chef – Cruise Ship Chef Pastry Chef	Plans meals, develops menus, and prepares and cooks foods for restaurants	annual	Career & Technical or Community College ER
Food Services Manager (Goldstar) – Cafeteria Manager Food Services Director	Manages restaurants and cafeterias. Estimates food consumption, places orders, and schedules the delivery of fresh food and beverages	annual	Career & Technical or Community College ECS
Hotel/Motel Manager – Hospitality Manager Front Office Manager	Coordinates the front office activities of a hotel or motel. Establishes standards for service to guests, decor, housekeeping, food quality, and banquet operations	annual	Community College ECS
Professional Athlete – Football Player Basketball Player	Participates in professional competitive athletic events to entertain sports fans	annual	Varies ERS
Travel Agent – Reservations and Ticket Agent Travel Guide	Plans trips for travel agency customers. May specialize in foreign or domestic service, individual or group travel, specific geographical area, airplane charters, or package tours	annual	Career & Technical ESC
Meetings and Convention Planner – Hotel/Motel Manager	Coordinates the activities of staff and convention personnel to make arrangements for group meetings, conferences, and conventions	annual	University ECS

HOLLAND CODE

# Human Services

Work in this field can take place in offices, hospitals, clinics, and religious organizations. You also have the option of working at a private agency or being employed by state or local government. Work hours can be irregular, but the reward you get from helping people is well worth your time.

JOB TITLE	JOB DESCRIPTION	AVERAGE SALARY	EDUCATION REQUIREMENTS
Personal and Home Care Aide – <i>Personal Attendant Blind Aide</i>	Helps elderly, disabled, and ill people live in their own homes instead of in a health facility. Helps clients move from bed, bathe, dress, and groom.	annual	On the job training SR
Child Care Aide/ Worker – <i>Nursery School Attendant Playroom Attendant</i>	Cares for children in boarding schools, day care, hospitals, or playrooms. Plans activities and teaches games and songs.	annual	Career & Technical SA
Social Services Technician (Human Services Worker) – <i>Social Services Aide Food Management Aide</i>	Arranges transportation and activities for clients. Accompanies clients to group meal sites, adult daycare programs, recreation programs, or doctors' offices.	annual	Career & Technical SC
Clergy – <i>Minister Priest Mullah Rabbi</i>	Ministers to the spiritual needs of people. Leads religious services. Conducts wedding and funeral ceremonies. Administers sacraments, delivers sermons, and reads from sacred texts.	annual	University SAE
Clinical Psychologist – <i>Clinical Therapist Counseling Psychologist</i>	Studies human behavior and mental processes. Provides mental health services in private settings, hospitals, clinics, and schools.	annual	University (Doctoral degree) License required Internship required IAS
Medical and Public Health Social Worker – <i>Substance Abuse Counselor</i>	Provides services for people with mental or emotional problems. Provides services such as therapy, outreach programs, and crisis intervention.	annual	University (Master's degree) License required SI
Parole and Probation Officer – <i>Preparole Counseling Aide Correctional Treatment Specialist</i>	Participates in release plans for prisoners and works with them after release. Conducts investigations of juvenile and adult offenders. Plans rehabilitation programs.	annual	University SC
Social Worker – <i>Casework Supervisor Social Group Worker</i>	Helps individuals and families cope with problems such as inadequate housing, unemployment, or disability. Reviews eligibility requirements, fills out applications, and visits clients on a regular basis.	annual	University S
Vocational Rehabilitation Counselor – <i>Orthotist and Prosthetist</i>	Helps people cope with disabilities resulting from birth defects, illness, or disease, accidents, or stress. Helps people get education, training, and equipment needed for employment.	annual	University SA

HOLLAND CODE

# Information Technology

If you are the type of person who wants the latest computer gadget or wants to know just how computers think and work information technology is for you With advances in technology happening everyday it stays exciting From designing software and video games to repairing computers, this field continues to grow.

NEXT

JOB TITLE	JOB DESCRIPTION	AVERAGE SALARY	EDUCATION REQUIREMENTS
Computer and Information Systems Manager (Goldstar) – <i>Data Processing Manager</i> <i>Computer Operations Manager</i>	Helps businesses plan how to use the latest technology Directs research and development of computer related activities Manages engineers technicians and computer support specialists	annual	Community College License required ECI
Computer Equipment Repairer – <i>Office Machine Repairer</i> <i>Electronics Mechanic</i>	Repairs maintains and installs mainframes mini computers or personal computers Discusses equipment problems with customers Runs diagnostic programs to locate problems	annual	Career & Technical RCI
Computer Programmer (Goldstar) – <i>Webmaster</i> <i>Chief Computer Programmer</i>	Develops and writes computer programs to store locate and retrieve information by converting raw data into coded computer language	annual	Career & Technical or Community College IRC
Computer Support Specialist (Goldstar) – <i>Technical Support Specialist</i> <i>Network Control Supervisor</i>	Investigates and solves problems that users have with their computers Interprets problems and gives technical advice Talks to coworkers to research problems	annual	Career & Technical or Community College ICR
Computer Systems Analyst (Goldstar) – <i>Quality Assurance Analyst</i> <i>Computer Programmer Analyst</i>	Analyzes business, scientific, or technical problems and coordinates the installation of appropriate computer programs and operating systems	annual	Community College ICR
Database Administrator (Goldstar) – <i>Database Design Analyst</i> <i>Information Scientist</i>	Plans and directs the management of computer databases Implements security measures to safeguard database information	annual	Community College ICR
Office Machine Repairer – <i>Computer Equipment Repairer</i>	Repairs and services office machines, such as adding, calculating, duplicating typewriting and fax machines	annual	Career & Technical RC
Computer Hardware Engineer	Researches designs develops and tests computer or computer related equipment for commercial, industrial, military, or scientific use May supervise the manufacturing and installation of computer or computer related equipment and components	annual	University License required IR

LATER

HOLLAND CODE



# Law, Public Safety, Corrections, & Security

Open up your own law firm or work as part of a local or federal government. This career field can offer you many different opportunities with exciting tasks. You can work outside fighting fires or inside a court room defending a client

JOB TITLE	JOB DESCRIPTION	AVERAGE SALARY	EDUCATION REQUIREMENTS
Court Clerk – <i>Courtroom Clerk</i> <i>Records Clerk</i>	Performs clerical duties in a court of law Prepares docket or calendar of cases for judges Contacts witnesses attorneys and litigants to get information for court Keeps records of case dispositions	annual	On the job training CE
Correctional Officer (Goldstar) – <i>Jailer</i> <i>Immigration Guard</i>	Keeps order within correctional institutions watches inmates and enforces rules Searches inmates and their cells for weapons drugs or fire hazards.	annual	Career & Technical License required RS
Court Reporter (Goldstar) – <i>Shorthand Reporter</i> <i>Stenographer</i> <i>Caption Writer</i>	Uses a stenotype machine to take dictation of letters reports or statements made in official proceedings. Transcribes word-for-word reports on a word processor	annual	Career & Technical SC
Emergency Vehicles Dispatcher – <i>Protective Signal Officer, Telecom-municator</i>	Receives calls from the public for emergency help Questions callers to find out the type and location of the emergency. Sends police, fire, or ambulance units to the scene of the emergency	annual	Career & Technical SCR
Fire Fighter (Goldstar) – <i>Forest Fire Fighter</i> <i>Fire Chief's Aide</i>	Works as a member of a team to control and put out fires and to protect lives and property from fire hazards. Connects hoses to hydrants operates pumps and places ladders where needed to rescue victims	annual	Career & Technical RS
Legal Technician (Paralegal) (Goldstar) – <i>Legal Investigator</i> <i>Patent Agent</i>	Assists lawyers by researching legal decisions investigating facts or preparing legal documents Conducts research to support a legal proceeding to prepare a defense or to begin legal action	annual	Community College EC
Police Patrol Officer (Goldstar) – <i>Border Guard</i> <i>State Highway Patrol Officer</i>	Enforces laws and regulations designed to protect life and property Maintains order in an assigned district Apprehends criminals collects evidence, and gives testimony in court. Directs traffic, issues traffic tickets and makes arrests	annual	Career & Technical License required SRE
Administrative Law Judge Adjudicator and Hearing Officer <i>Lawyer</i>	Conducts hearings to decide or recommend decisions on claims concerning government programs or other government related matters and prepares decisions	annual	University (Graduate degree) ES
Lawyer – <i>District Attorney</i> <i>Public Defender</i>	Advises individuals and businesses on legal matters Consults with clients to determine the details of their problem advises them of the law and suggests action	annual	University (First Professional degree) License required EC

HOLLAND CODE

# Manufacturing

Assembling products and operating machines is what it's all about. You can work in a big factory operating a textile machine or install the electronics system on an airplane. While some jobs allow you to learn through on the job training, the growth of technology in factories calls for workers who have technical skills.

JOB TITLE	JOB DESCRIPTION	AVERAGE SALARY	EDUCATION REQUIREMENTS
Electric Meter Installer/Repairer – <i>Inside Meter Tester</i>	Installs electric meters on customer's premises or on poles. Tests meters and performs necessary repairs. Turns current on/off by connecting/disconnecting service connections.	annual	On the job training R
Machinery Maintenance Worker – <i>Equipment Cleaner and Tester Overhead Cleaner Maintainer</i>	Does routine maintenance, cleaning, and overhaul of production machinery. Changes parts such as blades, rollers, or bearings.	annual	On the job training RC
Civil Engineering Technician – <i>Facilities Planner Parking Analyst</i>	Helps civil engineers plan and build highways, bridges, buildings, and other structures. Prepares drawings and performs land surveying duties on work sites.	annual	Community College RIC
Electronic Engineering Technician – <i>Electronics Assembler Microelectronics Technician</i>	Works with electrical engineers to help design, develop, build, and test electrical and electronic equipment such as radios, radar, sonar, navigational equipment, and computers. Uses diagnostic devices to test and repair equipment.	annual	Community College RI
Electrical/Electronics Repairer – <i>Field Service Engineer Avionics Technician</i>	Installs, tests, repairs, and services electronic equipment used in business, industry, and homes. Uses testing devices to find problems. Interprets wiring diagrams to trace and connect wires.	annual	Career & Technical RIC
Industrial Machinery Mechanic – <i>Automotive Maintenance Equipment Servicer Hydraulic Repairer</i>	Maintains and repairs machinery such as engines, motors, pneumatic tools, conveyor systems, and production equipment.	annual	Career & Technical R
Machinist – <i>Automotive Machinist Rocket Motor Mechanic</i>	Sets up and operates computerized machine tools and uses shop drawings to make or repair metal parts for cars, machines, and other equipment. Checks work with precision measuring tools, such as micrometers and calipers.	annual	Career & Technical Apprenticeship RIC
Mechanical Engineering Technician – <i>Aerospace Engineering Technician Heat Transfer Technician</i>	Helps mechanical engineers design, develop, test, and build industrial machinery or mechanical parts. Makes a sketch of the assembly process and the parts to be manufactured.	annual	Community College RI
Purchasing Agent (Goldstar) – <i>Contracts Manager Outside Property Agent</i>	Directs and manages activities involved with purchasing goods and services for an organization.	annual	Community College EC
Welder/Cutter (Goldstar) – <i>Arc Cutter Combination Welder</i>	Uses hand-held welding equipment and torches to weld together or repair metal parts used in buildings, bridges, and other structures or to join pipes in pipelines, power plants, and refineries.	annual	Career & Technical RC

HOLLAND CODE

# Marketing, Sales, & Service

How are your communication skills? Are you good at promoting products and services? Occupations in this cluster give you a wide range of choices. You can do many things from floral designing to selling real estate.

NOW

NEXT

LATER

JOB TITLE	JOB DESCRIPTION	AVERAGE SALARY	EDUCATION REQUIREMENTS
Driver/Sales Worker – <i>Lunch Truck Driver Newspaper Delivery Driver</i>	Drives over assigned routes to deliver and sell goods to stores or businesses around town	annual	On the job training License required ERS
Floral Designer/Florist – <i>Fashion Designer Merchandise Displayer</i>	Cuts and arranges fresh, dried, or artificial flowers. Works from a customer's order stating type of arrangement colors price and the date and place the arrangement is to be delivered	annual	On the job training ARE
Retail Sales Person – <i>Layaway Clerk Books Salesperson</i>	Sells a variety of products to customers in stores makes change and bags purchases	annual	On the job training ES
Advertising Sales Agent – <i>Radio and Television Time Salesperson Graphic Art Salesperson</i>	Sells or solicits advertising such as art work for print ads time on radio and TV or space in newspapers magazines or on billboards	annual	Career & Technical ESC
Hairdresser/Cosmetologist – <i>Manicurist Barber</i>	Shampoos cuts and styles hair wigs or hairpieces and advises on hair care Advises on the use of make up Keeps a record of products used by regular customers	annual	Career & Technical License required ESA
Interior Designer (Goldstar) – <i>Graphic Designer Set and Exhibit Designer</i>	Plans the space and furnishings of interiors of homes, business offices, restaurants hotels and theaters Develops designs and prepares drawings for furnishings and lighting	annual	Career & Technical License required AE
Marketing Manager (Goldstar) – <i>Media Marketing Director Fashion Coordinator</i>	Researches the demand and sale of products and services and identifies potential customers Determines the need for advertising and keeps track of customer accounts Oversees the creative and promotional services	annual	Community College EC
Real Estate Sales Agent (Goldstar) – <i>Building Consultant Real Estate Broker</i>	Helps people buy sell or rent a home commercial building or other property Interviews prospective clients shows property and prepares real estate contracts	annual	Career & Technical License required ESC
Wholesale and Retail Buyer – <i>Department Store Buyer Assistant Buyer</i>	Buys goods for resale in wholesale or retail stores Visits showrooms to select merchandise Uses computers to get up to date price listings track inventory and process orders	annual	Community College EC
Advertising Manager – <i>Account Executive Promotion Manager</i>	Plans and directs advertising policies and programs to create or promote interest in a product or service	annual	Community College or University AE

HOLLAND CODE



# Science, Technology, Engineering, & Mathematics

Would you like to work in a laboratory with bubbling beakers and test tubes? If you like doing your annual science fair project, this career field may be right up your alley. Theories, hypotheses, and mathematical skills are all part of the job

NEXT

LATER

JOB TITLE	JOB DESCRIPTION	AVERAGE SALARY	EDUCATION REQUIREMENTS
Chemical Technician – <i>Laboratory Technician Laboratory Tester</i>	Helps chemists develop and use chemicals and equipment Tests strength or quality of such products as foods fertilizer detergents or paper	annual	Career & Technical or Community College RIC ←
Forensic Science Technician – <i>Forensic Ballistics Expert</i>	Collects, identifies, classifies, and analyzes physical evidence related to criminal investigations	annual	Community College IC
Surveying Technician (Goldstar) – <i>Chief Instruments Surveyor Assistant</i>	Helps surveyors obtain land survey data such as angles elevation points and contours using electronic distance measuring equipment Makes sketches of data obtained compiles notes and records data	annual	Career & Technical Apprenticeship RCI
Aerospace Engineer – <i>Aerodynamicist Aeronautical Design Engineer</i>	Designs develops tests and helps make aircraft missiles and spacecraft Develops new technologies for use in commercial aviation defense systems and space exploration	annual	University License required IR
Chemist – <i>Food Chemist Laboratory Supervisor</i>	Researches the composition of chemicals and chemical reactions to create new and improved products such as paint rubber plastics adhesives cosmetics and foods May research processes that save energy or reduce pollution	annual	University IRC
Civil Engineer – <i>Airport Engineer Transportation Engineer</i>	Plans and designs roads airports tunnels bridges water supply and sewage systems and buildings May specialize in water resources environmental construction transportation or structural engineering	annual	University License required RI
Geophysicist – <i>Hydrologist</i>	Studies physical aspects of the earth including the atmosphere	annual	University (Master's degree) IR
Industrial Engineer – <i>Fire Prevention and Protection Engineer Product Safety Engineer</i>	Determines the most effective ways for an organization to use the basic factors of production people machines materials information and energy to make or process a product Designs manufacturing systems	annual	University License required EIR
Mechanical Engineer – <i>Solar Energy Systems Designer Automotive Engineer</i>	Plans and designs power producing machines such as engines and power using machines such as air conditioning equipment Oversees the manufacture and testing of electric generators combustion engines and steam and gas turbines	annual	University License required RI
Meteorologist – <i>Weather Observer Environmental Science Technician</i>	Studies the atmosphere to prepare weather reports and forecasts Uses information from weather stations weather balloons satellites radar Doppler radar and other observers in many parts of the world	annual	University IR
Microbiologist – <i>Biological Scientist</i>	Researches and studies the growth structure development and general characteristics of bacteria and other microorganisms Uses computers to record and analyze data	annual	University (Master's degree or higher) IR

HOLLAND CODE

# Transportation, Distribution & Logistics

Would you like getting people or products from one place to another by land air or sea? Check out these occupations

NOW

NEXT

JOB TITLE	JOB DESCRIPTION	AVERAGE SALARY	EDUCATION REQUIREMENTS
Flight Attendant – <i>Transportation Attendant Ramp Flight Attendant</i>	Attends to passengers' comfort and safety on airplanes Checks supplies and equipment and instructs passengers on safety procedures	annual	High School and On the job training program ESA
Postal Mail Carrier – <i>Rural Mail Carrier Postal Service Clerk</i>	Sorts mail for delivery and delivers mail along an established route by vehicle or on foot	annual	On the job training CR
Air Traffic Controller – <i>Air Transportation Dispatcher Chief Controller</i>	Keeps track of planes flying in an assigned area to make sure that planes stay at a safe distance apart Gives pilots instructions during take-off and landing.	annual	Career & Technical Certification required CRE
Aircraft Mechanic – <i>Aircraft Body Repairer Airframe and Power Plant Mechanic</i>	Inspects repairs and maintains aircraft according to guidelines required by the Federal Aviation Administration (FAA)	annual	Career & Technical RI
Aircraft Pilot/ Flight Engineer	Flies airplanes and helicopters to transport passengers and cargo Before departure, talks with flight dispatchers and aviation weather forecasters to find out about weather conditions on the route and at the final destination.	annual	Community College License required REI
Automobile Mechanic (Goldstar) – <i>Transmission Mechanic Brake Repairer</i>	Maintains and repairs vehicles such as cars and vans Gets a description of the problem diagnoses the source of the problem and makes adjustments or repairs	annual	Career & Technical Apprenticeship RC
Automotive Body Repairer (Goldstar) – <i>Automobile Body Customizer Automotive Glass Installer/Repairer</i>	Repairs and refinishes vehicle bodies. Straightens bent frames, smoothes out dents and creases and replaces parts that cannot be repaired Installs custom equipment	annual	Career & Technical RC
Diesel Engine Mechanic (Goldstar) – <i>Maintenance Mechanic Industrial Truck Mechanic</i>	Services and repairs engines of industrial vehicles and machinery such as bus truck tractor train and boat engines Reads job orders and manuals	annual	Career & Technical Apprenticeship RC
Heavy Truck Driver (Goldstar) – <i>Tractor Trailer Truck Driver Tow Truck Operator</i>	Drives trucks that weigh tons or more to move freight from one place to another Checks fuel oil brakes lights and safety equipment	annual	Career & Technical License required R
Ship Captain – <i>Fishing Vessel Captain Yacht Captain</i>	Pilots water vessels that travel into and out of harbors rivers lakes and oceans Supervises the crew Sets course and speed maneuvers the vessel to avoid hazards and determines the ship's position using navigation aids and charts	annual	Career & Technical License required ER

HOLLAND CODE

# Budgeting is common Cents

Now that you have some careers in mind let's see how much money you need to live For this exercise let's assume that you are a single person living on your own in an apartment



OCCUPATION: \_\_\_\_\_ SALARY: \$ \_\_\_\_\_

## GROSS MONTHLY EMPLOYMENT INCOME

How much money will you earn each month?

Your math skills come in handy here

Take the hourly salary \_\_\_\_\_ of the career that you have chosen and multiply by hours ( \_\_\_\_\_ hours per week x \_\_\_\_\_ weeks per year) If the salary is listed as Annual go to the next line

Take that total \_\_\_\_\_ and divide it by \_\_\_\_\_ Presto! You now know how much money you will earn in a month Put this amount in the space next to

Salary per month

\_\_\_\_\_

The government takes out money (Social Security and withholding taxes) to pay for benefits and services Salary minus Social Security and withholding taxes equals your take home pay To figure YOUR net take home pay, you need to take out 23% of your salary per month

Multiply Your Salary per month 1. \_\_\_\_\_ by 23%  
or  
\_\_\_\_\_

Social Security and  
Withholding taxes

\_\_\_\_\_

Subtract your Social Security and Withholding taxes ( ) from your Salary Per Month ( ) to find your Net Take Home Pay. (3)

Net take home pay

\_\_\_\_\_

By estimating your monthly expenses and budgeting your \_\_\_\_\_ you may be able to save \_\_\_\_\_ each month or even have a more luxurious lifestyle List your expenses

## MONTHLY EXPENSES

Monthly Regular Expenses	Low End	High End	Your Expenses
Rent			
Utilities			
Food			
Clothing			
Car Payments			
Entertainment			
Miscellaneous i.e (cell phone internet savings snacks etc)			
Insurance (Health-\$100 --- Car-25% Of Car Payment)			
Add All Your Expenses To Find Your Total Monthly Expenses ( )			Total Monthly Expenses _____
Subtract Your Total Monthly Expenses ( ) From Your Take home Pay ( ) To Get Your Balance ( )			Balance _____

Will you make enough money to live on each month?



# Hook Up With \$\$\$ For Your Education

High school graduation and postsecondary education and training may not even be on your radar screen at this point. However, early planning can help you decide how you will pay for your postsecondary education. The Florida Department of Education, Office of Student Financial Assistance (OSFA) can help. OSFA administers state-funded financial aid programs and guarantees Federal Family Education Loans.

## State of Florida Scholarships and Grants

### Merit program

The Florida Bright Futures Scholarship rewards high school grads for their academic achievement.

### Need programs

The largest is the Florida Student Assistance Grant. Awards are based upon the student's family income as reported on the Free Application for Federal Student Aid (FAFSA). The Florida Work Experience Program helps to employ students in occupations that complement their career goals.

### Tuition Assistance programs

The William L. Boyd IV Florida Resident Access Grant and the Access to Better Learning in Education Grant provide grants to assist with the cost of tuition and fees at eligible private non-profit and for-profit Florida postsecondary institutions.

**Want more info on scholarships and grants? Call 1-888-827-2004 or click on [www.FloridaStudentFinancialAid.org](http://www.FloridaStudentFinancialAid.org) and select State Grants, Scholarships & Applications.**

## Federal Family Education Loans

A good education is worth the investment. The Federal Education Loans are made to students and parents by lenders and guaranteed by OSFA. Check out these types of Federal Family Education Loans:

### Subsidized Stafford Loan

For students who demonstrate financial need.

### Unsubsidized Stafford Loan

For students who do not demonstrate sufficient financial need. This loan can be used to supplement a Subsidized Stafford Loan.

### PLUS Loan

For eligible parents of a dependent undergraduate student.

### Consolidation Loan

For borrowers who want to combine their outstanding education loans into a single loan with a single monthly payment.

**Want more info on loans?  
Call 1-800-366-3475 or click on [www.FloridaStudentFinancialAid.org](http://www.FloridaStudentFinancialAid.org)**

# Making it to the Pros . . .

## Getting there is harder than you think!

Only the best of the best get to the pros. Will you make it? The odds are against you. Check out these numbers according to the National Collegiate Athletic Association (NCAA). Consider this: even if you get drafted, it doesn't mean that you have a guaranteed spot on the team.

### WOMEN'S BASKETBALL:

High school athletes

NCAA college athletes

PROS DRAFTED BY THE WNBA

*There are 12 teams in the WNBA with a total of 120 women*

### MEN'S FOOTBALL:

High school athletes

NCAA college athletes

PROS DRAFTED BY THE NFL

*The NFL has 32 teams with a total of 2,600 players per team*

### MEN'S BASEBALL:

High school athletes

NCAA college athletes

PROS DRAFTED BY MLB

*Major League Baseball has 30 teams with a total of 2,600 players*

### MEN'S BASKETBALL:

High school athletes

NCAA college athletes

PROS DRAFTED BY THE NBA

*The NBA has 30 teams with a total of 450 players*

Best advice...Follow your dream if you feel you are destined for the pros, but be aware of the competition for the few slots available. Have a back up plan just in case. There are many sports related careers that you might want to consider:

Athletic Coach  
Physical Therapist  
Athletic Trainer  
Athletic Dietician & Nutritionist  
Umpire/Referee  
Sports Announcer  
Sports Marketer  
Sports or Athletic Club Manager  
Physical Education Teacher  
Sports Information Director

# Goals Are Dreams With Deadlines!

# BE

## A GOAL SETTER!

Follow these steps on the next page as you set your goals.

1. Define the goal.

Example of a Short Term Goal:

I will discuss my career and high school courses to become a registered nurse

Example of a Long Term Goal:

I will finish high school and use my Bright Futures Scholarship to go to college

Outline the steps needed to achieve it  
Identify possible obstacles to your goals and consider ways to overcome them  
When will you reach your goal?

### For a goal to be real:

- It has to be important to you personally
- It has to be within your power to make it happen through your own actions
- It has to be something you have a reasonable chance of achieving
- It must be clearly defined and have a specific plan of action.

**The most important thing to remember about setting goals is that they help you to take control of what happens to you now and in the future.**

**Don't get overwhelmed by a big, long-term goal – see what steps you can take to achieve the goal and set those steps as short-term, “do-able” goals.**

# GET MOVING!



**My Short Term Goal is:**

**To reach My Short Term Goal, I will do these things:**

**Obstacles preventing me from reaching My Short Term Goal are:**

**This is how I will overcome them.**

**My Short Term Goal Deadline is:**

**My Long Term Goal is:**

**To reach My Long Term Goal, I will do these things:**

**Obstacles preventing me from reaching My Long Term Goal are:**

**This is how I will overcome them.**

**My Long Term Goal Deadline is:**

# Florida Choices

Makes Planning Your Future Easy

## WORK

Click the work tab in the CHOICES Planner to access one-minute video clips for 300 jobs. You can also view 200 of these clips in Spanish.

## YOUR PORTFOLIO

Get the most out of the CHOICES Planner by creating a portfolio to keep track of all of your stuff online.

Visit [www.flchoices.org](http://www.flchoices.org) and use the CHOICES Planner to get organized today.

## LET'S TALK ABOUT YOU

Discover your interests and abilities.

*Interest Profiler-*

What kind of things do you like to do?

*Work Values Sorter-*

What's important to you in a job?

*Basic Skills Survey-*

What skills do you have now?

## EXPLORE YOUR OPTIONS.

Match your interests and needs to the following:

- ↳ 650 plus careers
- ↳ 7,000-plus postsecondary schools
- ↳ 2,000 plus scholarship opportunities

## PLAN YOUR FUTURE!

Build a portfolio with these tools:

Resume builder

Letter creator

Job search and interview activities

Sponsored by the  
Florida Department of Education  
Division of Workforce Education  
325 W. Gaines Street, Suite 644  
Tallahassee FL 32399-0400  
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CD 5140



### The 2007 Cruiser Team

Zelda Rogers,  
Chris Ciardo,  
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Peggy Land,  
Linda Lewis,  
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Graphics:

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